



JOB TITLE: OPERATIONS SPECIALIST

Division/Department: Flight Operations

Location: Houston, Texas

Job Title: Operations Specialist

Job Summary

Arranging worldwide flight support services for corporate aviation, to ensure a seamless trip for our customers.

Duties and Responsibilities

To prepare, coordinate and facilitate all aspects of an international or domestic corporate aviation flight. This embraces but is not restricted to:

- Trip planning
- Ground Handling / Fuel Arrangements / Transportation / Crew Accommodations
- Landing / Overflight permissions
- Aircraft documentation requirements
- Computerized Flight Planning and filing of Flight Plan's
- Weather and NOTAMS
- Flight Following
- Fuel arrangements
- Customs / Immigration regulations

Knowledge, Skills and Attributes

- FAA Licensed Dispatcher preferred
- College degree or the equivalent combination of training and work experience in the aviation industry.
- Strong work ethic
- Detail orientated, good decision making skills
- Strong customer service orientation
- Ability to handle and resolve problems.
- Ability to establish priorities, work and proceed with objectives independently and in a team environment
- Geo-Political awareness
- Skills to use a computer and associated software packages
- Flexibility to handle shift work.

Contact details

- Pete Bennett, Flight Operations Manager, peterb@coltinternational.com

QUESTIONS? CALL 1.800.626.0577

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